
I Want to File a:

- *Report of Independent Contractor(s)* (DE 542)
- *Report of New Employee(s)* (DE 34)

Slide notes

The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business. This tutorial will show you how to file a *Report of Independent Contractor(s)* (DE 542) and a *Report of New Employee(s)* (DE 34).

e-Services for Business x

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My Profile

CA.gov State of California
Employment Development Department

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Menu Main Log Out

Logon Settings Alerts I Want To Show All

userid1234
John Q Public
jpublic@xxxx.com
Last logged on 27-Jun-2017

Pay outstanding balance: \$100.00

Register a New Account (DE 1)
Add Access to Another Account
Upload a Bulk Payment File
Upload a Bulk Return File
Make Multiple Payments
Manage Payment Sources

Accounts Businesses My Activity, Notices & Letters

Select "Employment Tax"

Account	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	BUSINESS 2	\$0.00
Employment Tax	XXX-XXXX-X	BUSINESS 1	\$100.00

2 Rows

Slide notes

We will begin at the e-Services for Business home page. Select the "Employment Tax" link.

The screenshot displays the EDD e-Services for Business portal. The header includes the CA.gov logo and the text 'State of California Employment Development Department'. The navigation bar contains links for 'e-Services FAQs', 'e-Services Tutorials', 'Contact Payroll Taxes', and 'Employer Services Online'. The user is logged in as 'Main » Account: XXX-XXXX-X' with a 'Log Out' button. A red box highlights the 'Show All' link next to the 'I Want To' menu.

Account Information:

- userid1234
- JOHN Q PUBLIC
- XXXX-XXXXXX
- Employment Tax
- XXX-XXXX-X
- Balance : \$100.00

Account Alerts:

- Pay outstanding balance: \$100.00

I Want To:

- Make a Payment
- File or Adjust a Return or Wage Report
- View My Payments
- Update Account Information
- Close Account
- Get My UI Rate

Recent Periods:

Period	Balance	Return Status	Message
30-Jun-2017	\$0.00	Multiple Returns	
31-Mar-2017	\$100.00	Multiple Returns	Make Payment
31-Dec-2016	\$0.00	Multiple Returns	
30-Sep-2016	\$0.00	Processed	

Slide notes

Select the "Show All" link next to the "I Want To" menu.

The screenshot shows the EDD e-Services for Business website. The browser address bar displays "Secure | https://eddservices.edd.ca.gov". The navigation bar includes links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". Below the navigation bar, there is a "Menu" button and a "Main » Account: XXX-XXXX-X » I Want To" breadcrumb. A "Log Out" button is also present.

The "I Want To" section contains a table with the following actions and descriptions:

ACTION	DESCRIPTION
Make a Payment	The "Make a Payment" action will allow you to make a payment that will be applied to this account.
File or Adjust a Return or Wage Report	The "File or Adjust a Return or Wage Report" action is used to file or adjust a return or wage report for any eligible period associated with this account.
View My Payments	The "View My Payments" action is used to see a concise list of any payments made on this account recently.
Update Account Information	The "Update Account Information" action is used to change names, IDs, and Responsible Parties associated with this account.
Reopen Account	The "Reopen Account" action is used to reopen a previously ceased EDD account.
Get My UI Rate	The "Get My UI Rate" action will allow you to see the UI Rate associated with this account over the past three years.

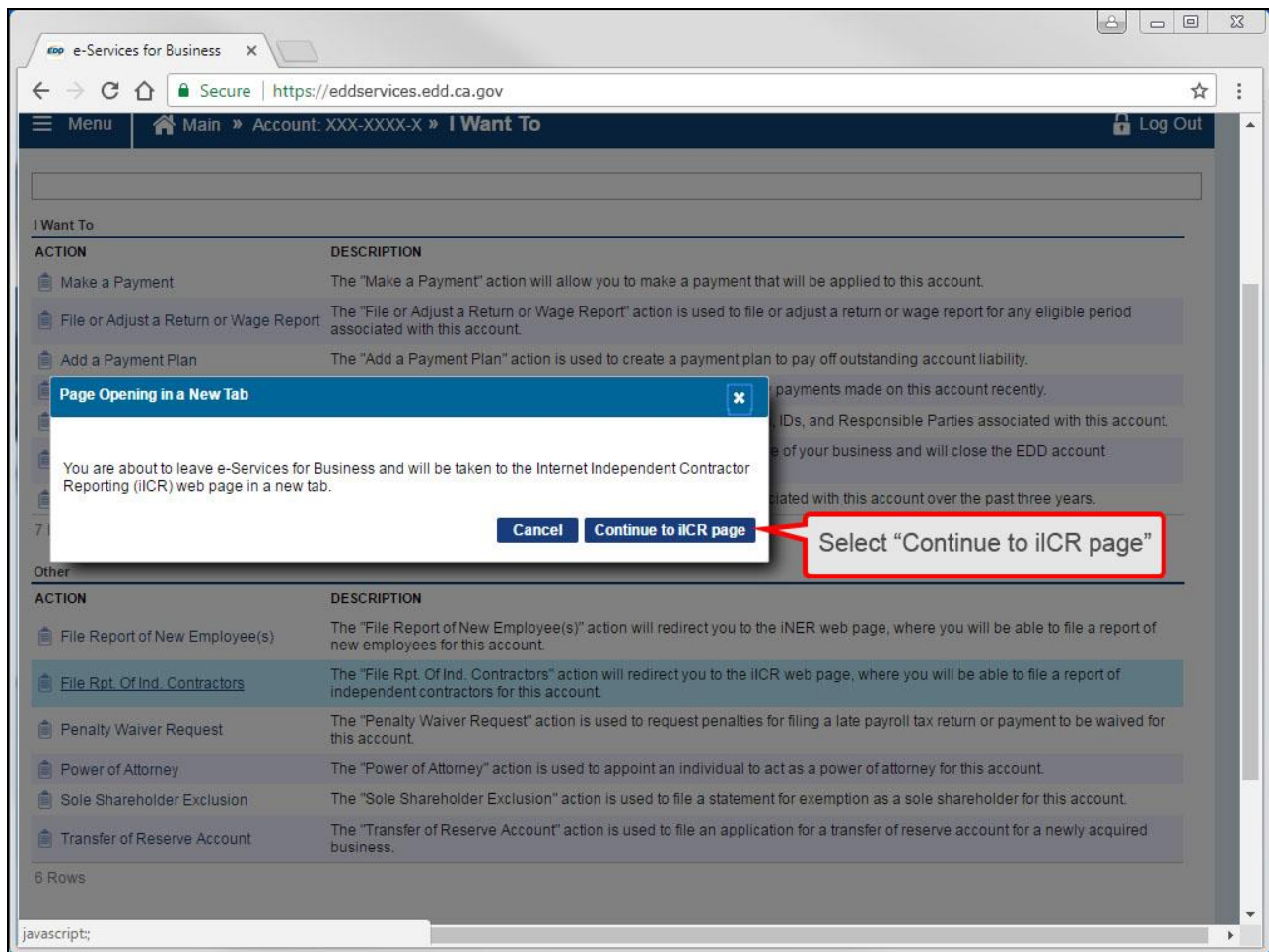
Below the "I Want To" section, there is an "Other" section with a table of actions:

ACTION	DESCRIPTION
File Report New Employee(s)	The "File Report of New Employee(s)" action will redirect you to the iNER web page, where you will be able to file a report of new employees for this account.
File Rpt. Of Ind. Contractors	The "File Rpt. Of Ind. Contractors" action will redirect you to the iICR web page, where you will be able to file a report of independent contractors for this account.
Penalty Waiver Request	The "Penalty Waiver Request" action is used to request penalties for filing a late payroll tax return or payment to be waived for this account.
Power of Attorney	The "Power of Attorney" action is used to appoint an individual to act as a power of attorney for this account.
Sole Shareholder Exclusion	The "Sole Shareholder Exclusion" action is used to file a statement for exemption as a sole shareholder for this account.
Transfer of Reserve Account	The "Transfer of Reserve Account" action is used to file an application for a transfer of reserve account for a newly acquired business.

A red box highlights the "File Rpt. Of Ind. Contractors" link in the "Other" section, with a callout text "Select 'File Rpt. Of Ind. Contractors'".

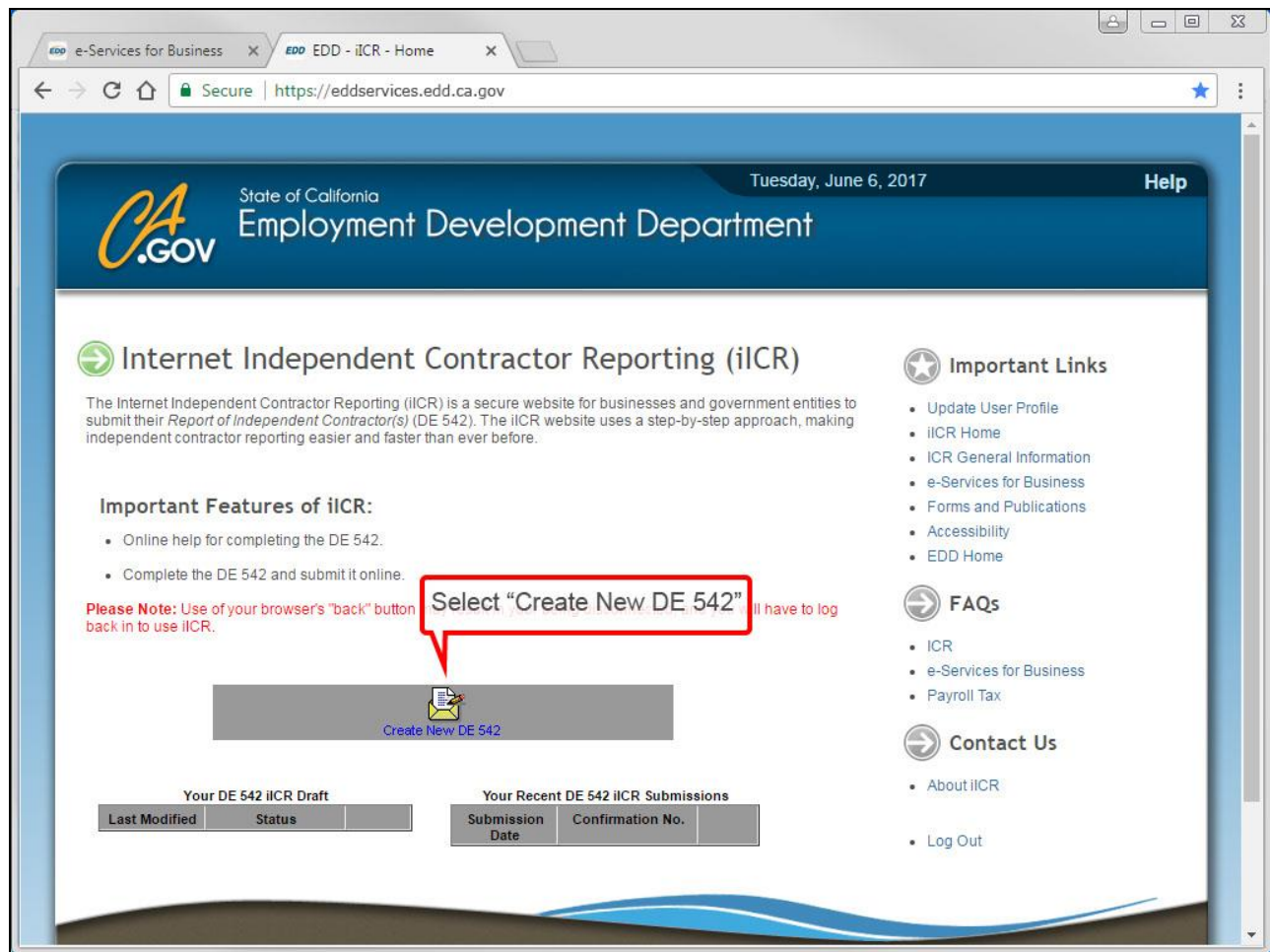
Slide notes

Here we will select the "File Report of Independent Contractors" link. This opens a new tab.



Slide notes

This box is here to inform you that you are leaving e-Services for Business. Select "Continue to iICR page" to continue.



Slide notes

From this page select "Create New DE 542."

EDD e-Services for Business x EDD EDD - IICR - Create ICs x

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State of California
Employment Development Department

Tuesday, June 6, 2017 Help

Service-Recipient Information

Enter service-recipient (business or government entity) information below.

Date	Federal ID No.	CA Employer Account No.	Social Security No.
06/06/2017	XXXXXXXXXX		XXXXXXXXXX
Service-Recipient/Business Name		Contact Person	
Business 1		John Q. Public	
Address		Telephone No.	
456 Any St		916 - 555 - 1212	
City		State	ZIP
Sacramento		CA	95814 - 0000

SAVE **NEXT** **Select "Next"** **Contact Us**

Important Links

- Update User Profile
- iICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

- ICR
- e-Services for Business
- Payroll Tax

Contact Us

- About iICR
- Log Out

Slide notes

Enter service-recipient information here. When the information is completed, select "Next."

EDD e-Services for Business x EDD EDD - IICR - Create ICs x

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CA.GOV State of California Employment Development Department Tuesday, June 6, 2017 Help

Independent Contractor Information

Enter independent contractor information below.

Independent Contractor# 1

First Name	MI	Last Name	Social Security No.
Jane		Public	XXXXXXXXXX

Street Address	City	State
456 Any St	Sacramento	CA

ZIP
95614 - 0000

Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract
06/01/2017	\$5000		<input checked="" type="checkbox"/>

Independent Contractor# 2

First Name	MI	Last Name	Social Security No.

Street Address	City	State
		CA

ZIP
-

Start Date of Contract (mm/dd/yyyy)	Amount of Contract (nnnnnnnn.nn)	Contract Expiration Date (mm/dd/yyyy)	Check Here if Ongoing Contract

Important Links

- Update User Profile
- iICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

- ICR
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- Payroll Tax

Contact Us

- About iICR
- Log Out

Slide notes

Enter the independent contractor information on this page. When completed, scroll down to the bottom of the page.

EDD e-Services for Business x EDD EDD - IICR - Create ICs x

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First Name MI Last Name Social Security No.
Street Address City State
ZIP
Start Date of Contract (mm/dd/yyyy) Amount of Contract (nnnnnnnn.nn) Contract Expiration Date (mm/dd/yyyy) Check Here if Ongoing Contract

Independent Contractor# 6

First Name MI Last Name Social Security No.
Street Address City State
ZIP
Start Date of Contract (mm/dd/yyyy) Amount of Contract (nnnnnnnn.nn) Contract Expiration Date (mm/dd/yyyy) Check Here if Ongoing Contract

SAVE **ADD** **NEXT** Select "Next"

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Slide notes

At the bottom of the page, select "Next."

EDD e-Services for Business x EDD - ICR - Review/Draft x

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Employment Development Department

Tuesday, June 6, 2017 Help

Review the DE 542 Information

Edit and submit the DE 542 information below.

Your DE 542 has been saved as a draft.

Form Date	Federal ID No.	Employer Account No.	SSN	
06/06/2017	XX-XXXXXX		XXX-XX-XXXX	
Service-Recipient Name	Business 1			
Address	456 Any St Sacramento, CA 95814 - 0000			
Contact Person	John Q Public	Telephone	916-555-1212	
Independent Contractor # 1				
Name	Jane Public		SSN XXX-XX-XXXX	
Address	456 Any St Sacramento, CA 95814- 0000			
Contract Start	Amt. of Contract	Contract End	Ongoing Contract	Edit Delete
06/01/2017	\$5000		Yes	

SAVE **ADD** **SUBMIT**

Select "Submit"

Important Links

- Update User Profile
- ICR Home
- ICR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

- ICR
- e-Services for Business
- Payroll Tax

Contact Us

- About ICR

Slide notes

The information you entered is now saved. If the information is correct, select "Submit" to send this request.

EDD e-Services for Business x EDD - iCR - Confirmation x

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Select the Close button

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Employment Development Department

Tuesday, June 6, 2017 Help

Submission Successful

Printer Friendly Version

Thank you for using iCR to submit your DE 542. Please make note of your confirmation number:
icr00000000000000.

Do not mail or fax this report to the EDD.

Confirmation Number: icr00000000000000. Submission Date: 06/06/2017

Form Date	Federal ID No.	Employer Account No.	SSN
06/06/2017	XX-XXXXXX		XX-XX-XXXX

Service-Recipient Name: Business 1
Address: 456 Any St
Sacramento, CA 95814 - 0000

Contact Person: John Q Public Telephone: 916 - 555 - 1212

#	SSN	Independent Contractor Name and Address	Start of Contract	Amount of Contract	Contract Expiration Date	Ongoing Contract
1	XX-XX-XXXX	Jane Public 456 Any St Sacramento, CA 95814 - 0000	06/01/2017	\$5000		Yes

Important Links

- Update User Profile
- iCR Home
- iCR General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

- ICR
- e-Services for Business
- Payroll Tax

Contact Us

- About iCR
- Log Out

www.edd.ca.gov/default.htm

Slide notes

Here you can see that the submission was successful. A printer-friendly version is available here. Close the tab to go back to the e-Services for Business home page.

The screenshot shows the EDD e-Services for Business portal. The user is logged in as 'userid1234' (John Q Public). The page displays a table of accounts under the 'Accounts' tab. A red box highlights the 'Employment Tax' link in the table, with a callout saying 'Select "Employment Tax"'. The table lists two 'Employment Tax' accounts for 'BUSINESS 1' and 'BUSINESS 2'.

Account	Account ID	Name	Balance
Employment Tax	XXX-XXXX-X	BUSINESS 2	\$0.00
Employment Tax	XXX-XXXX-X	BUSINESS 1	\$100.00

Slide notes

To report newly hired employees, select the "Employment Tax" link to go to the account for which you want to file a *Report of New Employee(s)* (DE 34).

EDD e-Services for Business X

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My Profile

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Employment Development Department

Home e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

Menu Main » Account: XXX-XXXX-X Log Out

Account Last Updated: 06-Jun-2017 1:38:33

Select "Show All"

Account Settings Account Alerts I Want To Show All

userid1234
JOHN Q PUBLIC
XXXX-XXXXXX
⇒ Employment Tax
XXX-XXXX-X
Balance : \$100.00

Pay outstanding balance: \$100.00

Make a Payment
File or Adjust a Return or Wage Report
View My Payments
Update Account Information
Close Account
Get My UI Rate

Recent Periods My Activity, Notices & Letters Names and Addresses

Recent Periods Show All Filter

Period	Balance	Return Status	Message
30-Jun-2017	\$0.00	Multiple Returns	
31-Mar-2017	\$100.00	Multiple Returns	⚠ Make Payment
31-Dec-2016	\$0.00	Multiple Returns	
30-Sep-2016	\$0.00	Processed	

Slide notes

Select "Show All" next to the "I Want To" menu.

The screenshot shows the EDD e-Services for Business website. The browser address bar displays "Secure | https://eddservices.edd.ca.gov". The navigation bar includes links for "e-Services FAQs", "e-Services Tutorials", "Contact Payroll Taxes", and "Employer Services Online". Below the navigation bar, the user is logged in as "Account: XXX-XXXX-X" and has a "Log Out" button. The main content area is titled "I Want To" and contains a table of actions. A red callout box highlights the "File Report of New Employee(s)" action in the "Other" section.

ACTION	DESCRIPTION
Make a Payment	The "Make a Payment" action will allow you to make a payment that will be applied to this account.
File or Adjust a Return or Wage Report	The "File or Adjust a Return or Wage Report" action is used to file or adjust a return or wage report for any eligible period associated with this account.
View My Payments	The "View My Payments" action is used to see a concise list of any payments made on this account recently.
Update Account Information	The "Update Account Information" action is used to change names, IDs, and Responsible Parties associated with this account.
Reopen Account	The "Reopen Account" action is used to reopen a previously ceased EDD account.
Get My UI Rate	The "Get My UI Rate" action will allow you to see the UI Rate associated with this account over the past three years.

6 Rows

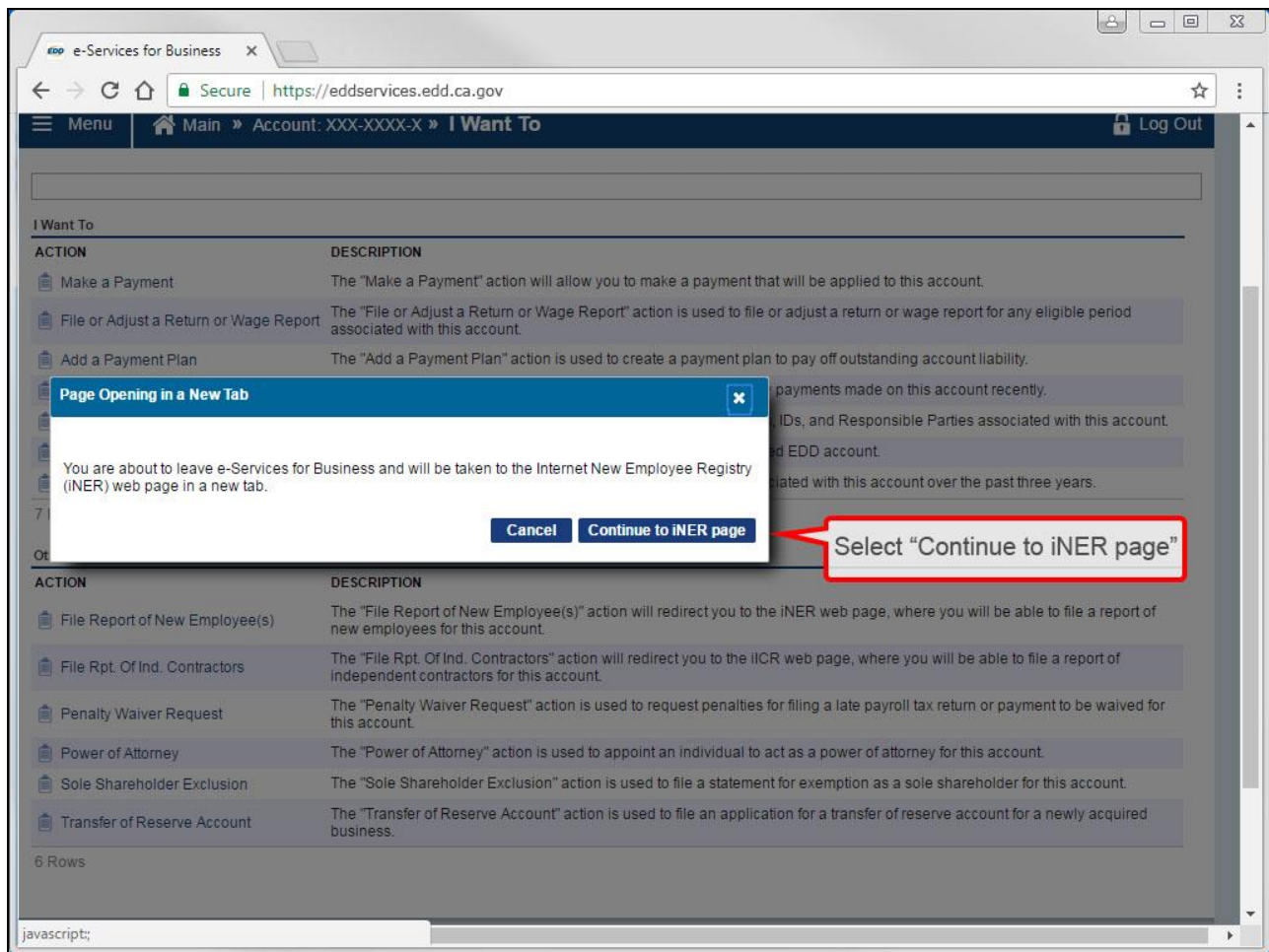
Other

ACTION	DESCRIPTION
File Report of New Employee(s)	The "File Report of New Employee(s)" action will redirect you to the iNER web page, where you will be able to file a report of new employees for this account.
File Rpt. Of Ind. Contractors	The "File Rpt. Of Ind. Contractors" action will redirect you to the iICR web page, where you will be able to file a report of independent contractors for this account.
Penalty Waiver Request	The "Penalty Waiver Request" action is used to request penalties for filing a late payroll tax return or payment to be waived for this account.
Power of Attorney	The "Power of Attorney" action is used to appoint an individual to act as a power of attorney for this account.
Sole Shareholder Exclusion	The "Sole Shareholder Exclusion" action is used to file a statement for exemption as a sole shareholder for this account.
Transfer of Reserve Account	The "Transfer of Reserve Account" action is used to file an application for a transfer of reserve account for a newly acquired business.

6 Rows

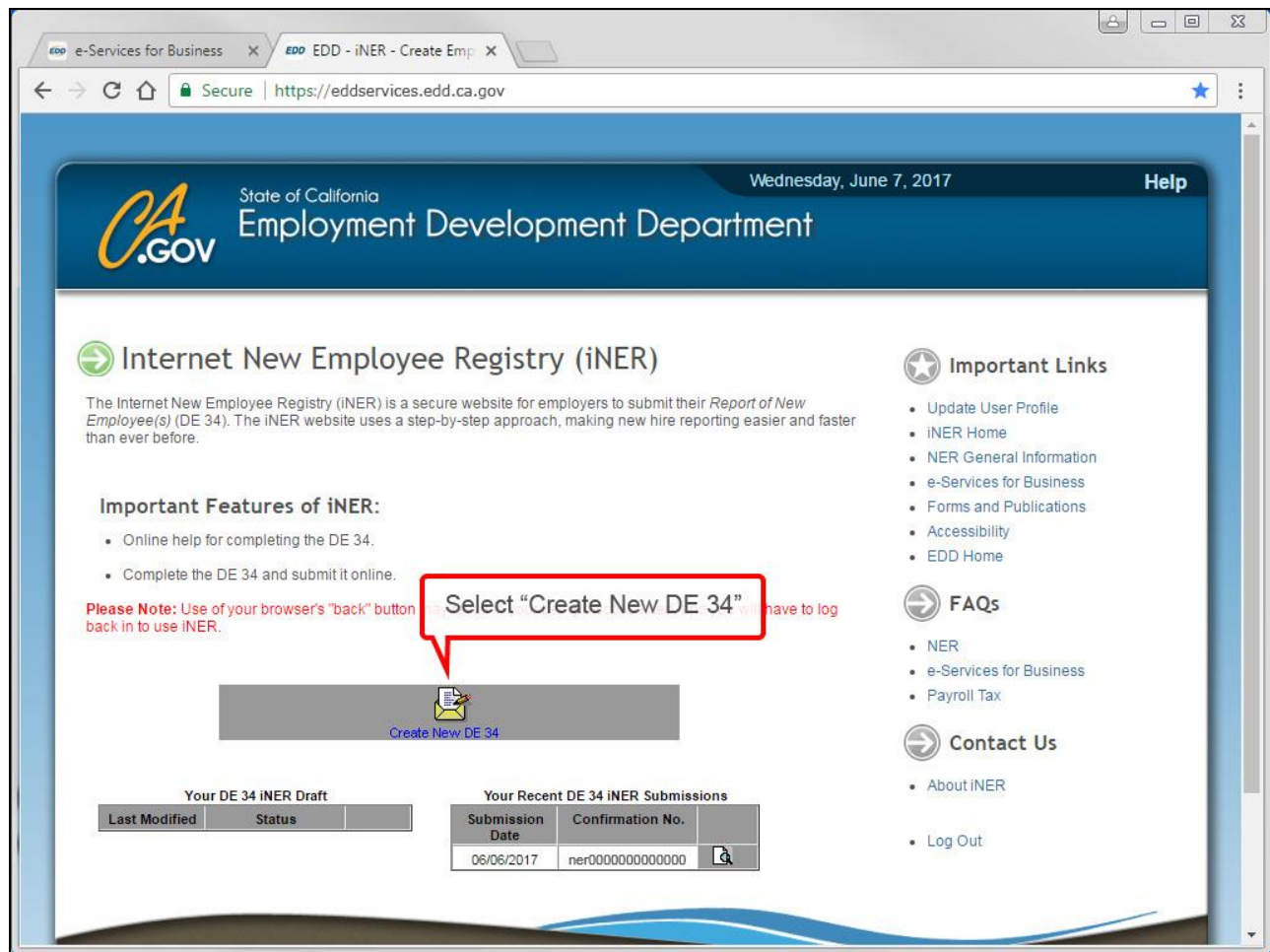
Slide notes

Select "File Report of New Employee(s)."



Slide notes

This box is here to inform you that you are leaving e-Services for Business. Select "Continue to iNER page" to continue.



Slide notes

Select "Create New DE 34."

EDD e-Services for Business x EDD EDD - iNER - Create Emp x

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Wednesday, June 7, 2017 Help

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Employer Information

NOTE: If changes are made to the pre-filled business name, address, city, state, or ZIP Code, those changes will only update the iNER system and will not update your address of record on the EDD's employer accounting system. Please see Name, Address, and Ownership Changes for information on updating your name and/or address.

Enter your employer information below.

Date	CA Employer Account No.	Branch Code	Federal ID No.
06/07/2017	xxxxxxxx		555555555
Business Name	Contact Person		
Business 1	John Q Public		
Street	Telephone No.		
456 Any St	916	-512	-1212
City	State	ZIP	
Sacramento	CA	95814	-0000

SAVE **NEXT** Select "Next"

Important Links

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

- NER
- e-Services for Business
- Payroll Tax

Contact Us

- About iNER
- Log Out

Slide notes

Enter your employer information on this page. When completed, select "Next."

EDD e-Services for Business x EDD EDD - iNER - Create Emp x

Secure | https://eddservices.edd.ca.gov

State of California
Employment Development Department

Wednesday, June 7, 2017 Help

New Employee Information

Enter new employee information below.

Employee #1

First Name	MI	Last Name	Social Security No.
Jane		Public	XXXXXXXX
Street Address	City		State
123 Any St	Sacramento		CA
ZIP	Start-of-Work Date (mm/dd/yyyy)		
95814 -0000	06/01/2017		

Employee #2

First Name	MI	Last Name	Social Security No.
Street Address	City		State
			CA
ZIP	Start-of-Work Date (mm/dd/yyyy)		

Employee #3

First Name	MI	Last Name	Social Security No.

Important Links

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

- NER
- e-Services for Business
- Payroll Tax

Contact Us

- About iNER
- Log Out

Slide notes

Enter new employee information on this page. When completed, scroll down to the bottom of the page.

EDD e-Services for Business x EDD EDD - iNER - Create Emp x

Secure | https://eddservices.edd.ca.gov

ZIP - Start-of-Work Date (mm/dd/yyyy)

Employee #5

First Name MI Last Name Social Security No.

Street Address City State




ZIP - Start-of-Work Date (mm/dd/yyyy)

Employee #6

First Name MI Last Name Social Security No.

Street Address City State

ZIP - Start-of-Work Date (mm/dd/yyyy)

SAVE  **ADD**  **NEXT** 

Select "Next"

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Slide notes

Select "Next."

EDD e-Services for Business x EDD EDD - iNER - Review/Draft x

Secure | https://eddservices.edd.ca.gov

CA.GOV State of California Employment Development Department Wednesday, June 14, 2017 Help

DE 34 Information

Edit and submit the DE 34 information you have entered below.

Your DE 34 has been saved as a draft.

Form Date	Federal ID No.	Employer Account No.	Branch Code	
06/14/2017	XX-XXXXXX	XXX-XXX-X		
Business Name	Business 1			☐
Address	456 Any St Sacramento, CA 95814-0000			
Contact Person	Telephone		916- 512- 1212	
Employee # 1				
Name	Jane Doe	SSN	XXX-XX-XXXX	
Address	123 Any St Sacramento, CA 95814			
Start-of-Work Date	06/01/2017			Edit Delete

SAVE **ADD** **SUBMIT** Select "Submit"

Important Links

- Update User Profile
- iNER Home
- NER General Information
- e-Services for Business
- Forms and Publications
- Accessibility
- EDD Home

FAQs

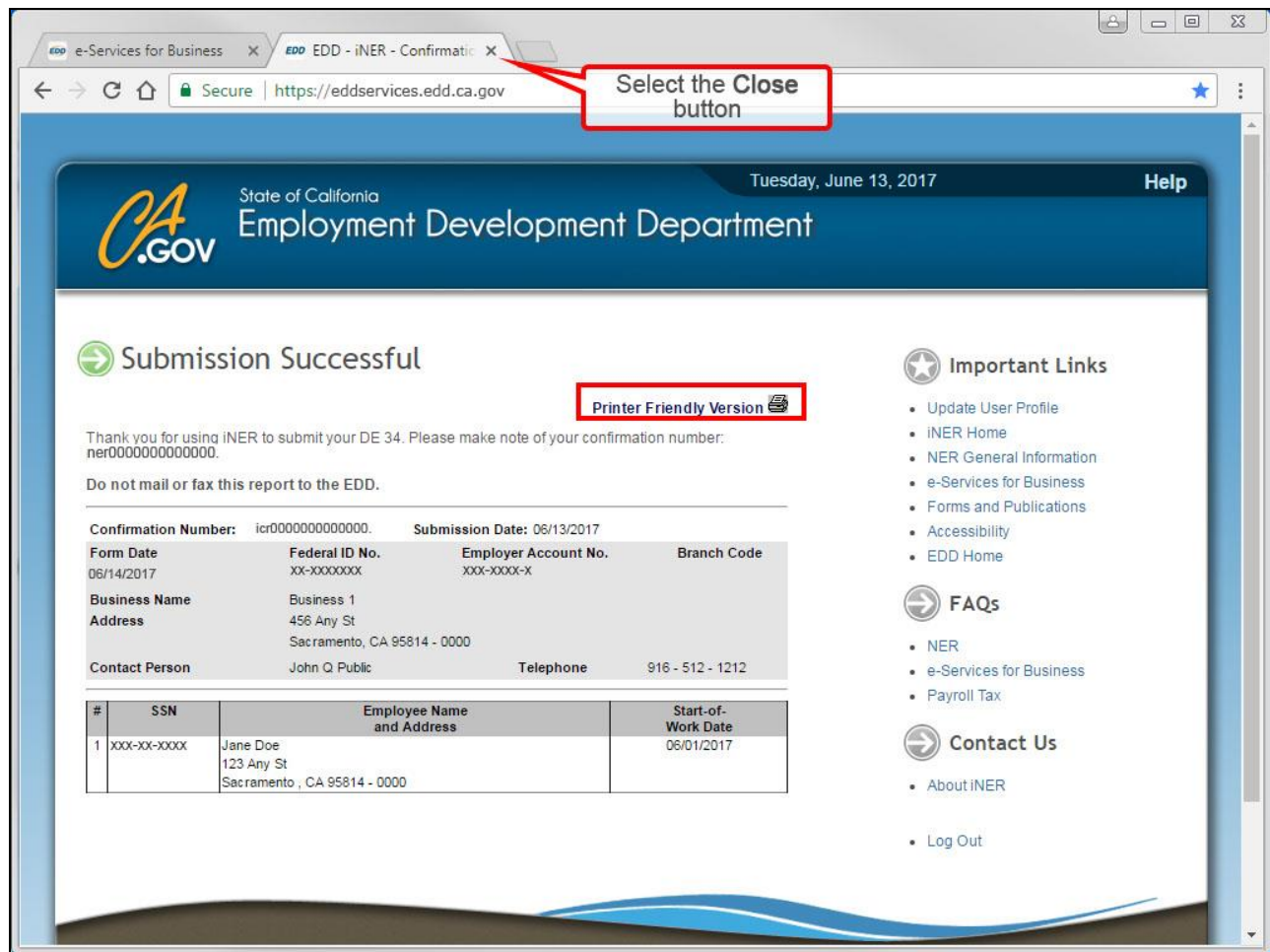
- NER
- e-Services for Business
- Payroll Tax

Contact Us

- About iNER
- Log Out

Slide notes

The information you entered is now saved. If the information is correct, select "Submit" to send this request.



Slide notes

Here you can see that the submission was successful. A printer-friendly version is available here. Close the tab to go return to the e-Services for Business home page.



Other Resources
www.edd.ca.gov

Taxpayer Assistance Center
1-888-745-3886

Slide notes

Thank you for taking the time to watch this tutorial on how to file a *Report of Independent Contractor(s)* (DE 542) and a *Report of New Employee(s)* (DE 34) on e-Services for Business.

Be sure to view our other tutorials demonstrating how to make a payment, get your UI Rate, and the many other actions available in e-Services for Business.

Other resources are available at www.edd.ca.gov or by calling the Taxpayer Assistance Center at 1-888-745-3886.